

Large Grant Application Preview Questions

Please note this document is for reference only and is NOT a valid application form. Any submissions made using this document will not be accepted. All applications should be made using the online application process found at <https://mcf.org.uk/get-support/grants-to-charities/> Before you apply, please also refer to the Eligibility Guidelines, Application Resources and FAQs on our website to help you.

About your Charity

1. When was your charity established? E.g. 1985
2. Please provide a brief description of your charity and its work (Max. 700 characters, approx. 100 words)
3. How many staff and volunteers does the charity have across all the locations it is based?
 - a. Full Time Staff:
 - b. Part Time Staff:
 - c. Volunteers:

Charity Financial Information

Please refer to the Financial Information Guidance on our website when completing this section. Please ensure uploaded accounts match this submission.

4. Which Financial year are you reporting on?
5. Please enter the following financial information from the charity's most recent published audited/independently examined accounts. Please ensure that these match the accounts published on the Charity Commission. You will need to enter the information from the latest and previous year's accounts.
 - a. Income
 - i. Voluntary & Fundraising Income
 - ii. Statutory Income
 - iii. Lottery Fundraising
 - iv. Membership Subscriptions
 - v. Product Sales and Fees
 - vi. Investments
 - vii. Other (please explain income source)
 - b. Expenditure:
 - i. Charitable Purposes

- ii. Fundraising/Publicity
- iii. Management/Administration
- c. Reserves:
 - i. Restricted Reserves
 - ii. Unrestricted Reserves
 - iii. Fixed Assets
 - iv. Designated Reserves

6. What is the charity's reserves policy? If the current reserves level is under or over the charity's policy level, please explain why.

About your Project

- 7. What is the title of your project?
- 8. Please describe your overall project (Max. 700 characters, approx. 100 words)
- 9. Who is the project intended to support and why is it needed? (Max 2100 characters, approx. 300 words)
- 10. Please describe how you will deliver the project? Please include any charges for services/activities you plan to provide. (Max 2100 characters, approx. 300 words)
- 11. Please tell us how many primary unique beneficiaries will be supported by the project?
- 12. Please tell us how many secondary beneficiaries will be supported by the project?
- 13. Please explain how these figures have been calculated.
- 14. How many full time staff will be involved in the project?
- 15. How many part time staff will be involved in the project?
- 16. How many volunteers will be involved in the project?
- 17. Please tell us why you are best placed to deliver the project? (Max 2100 characters, approx. 300 words)
- 18. If the grant will help to launch a new service, please enter the anticipated start date
- 19. How will MCF funding be used? (max 2100 characters; approximately 300 words)

Project Budget

- 20. How many years are you applying for and what is the amount of funding per year for the grant?
- 21. Please provide a detailed budget breakdown for the whole project and/or role (Max 2100 characters, approx. 300 words)

22. If you are applying for part funding, please give details of other funders you have approached or intend to approach and indicate whether any funds have been secured (Max 1400 characters, approx. 200 words)
23. How will the project be funded after the proposed grant period? (max 1400 characters; approximately 200 words)

Risks and Safeguarding

24. What are the risks associated with the project and how do you intend to manage them? (max 2100 characters; approximately 300 words)
25. Please confirm that your charity has an up to date safeguarding policy. You will be asked to upload this when you submit your application.
26. Please confirm that the charity has obtained appropriate Disclosure and Barring checks/approval for all staff and volunteers who are working with children, young people or vulnerable adults.

Monitoring and Evaluation

27. Please list the main outputs (e.g. services and activities) including numbers, that you want to deliver and how you plan to measure them? (Max 2100 characters, approx. 300 words)
28. What are the desired medium term outcomes for the project? (Max 2100 characters, approx. 300 words)
29. What are the desired long term outcomes for the project? (Max 2100 characters, approx. 300 words)
30. Please tell us how you involve service users in the charity's development and delivery of support? (Max 2100 characters, approx. 300 words)

Publicity of the Grant

31. The MCF is funded entirely by freemasons, their families and friends. Charities receiving a grant are asked to publicly recognise our grant and our donors. Please summarise how you could work with our communications team to publicise the grant and our donors. (Max 2100 characters, approx. 300 words)

Please consider:

- How you can work with the MCF Press Team to gain media coverage
- Inviting local Freemasons to visit the project and meet staff, volunteers and if appropriate, beneficiaries
- Arrange or help to facilitate relevant photography during such visits or other events

- Promote our grant through your own communications activities, such as social media, annual reports, newsletters
- How you could using the MCF and/local Freemasons logo where relevant and any naming opportunities
- Any other means of publicising the grant
- If there limitations to the publicity opportunities, please provide details

Additional Information

32. Have you previously received funding from a Masonic organisation?
33. Is there anything further you'd like to add to your application? For example, how the charity has been impacted by COVID-19.

Attachments

To support your application, you may upload up to 5 supporting documents. Please note that the maximum file size in total for all of your supporting documents is 25MB.

These are:

- Published annual accounts*
- Budget breakdown
- Latest safeguarding policy/ies
- Job description (if applicable)
- Other supporting document such as evidence of a pilot project, annual report or executive summary, evaluation of the project or impact report or case studies

If you have any questions, please visit our FAQs <https://mcf.org.uk/get-support/grants-to-charities/faqs/> or call the Charity Grants team on 020 3146 3337.